

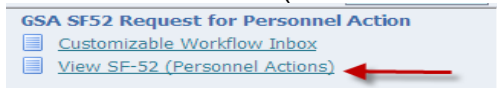
View SF-52 (Personnel Action)

User Guide Purpose:	<p>Illustrates the process of viewing Personnel Actions that are 'In Progress' and/or 'Completed' when one of the following conditions are met:</p> <ul style="list-style-type: none"> • You initiated the RPA • Your name is in the Requested By field on the RPA • Your name is in the Authorized By field on the RPA • You are a part of a groupbox that the RPA was routed • The RPA was routed directly to you <p>NOTE: View SF-52 (Personnel Action) is available in the following responsibilities:</p> <ul style="list-style-type: none"> • Federal Personnelist • Professional Self-Service • Manager View • GSA SF52 Request for Personnel Action
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Click on the appropriate Responsibility

Click on 'View SF-52 (Personnel Actions)'



The Search for Personnel Actions will appear

You can search and View Personnel Actions within a date range of 120 days. Click details to view Routing History for each of the actions shown in the results. Search results would show Personnel Actions that you are part of and also once an employee has been attached to the action it shows the records only when you have access to employee associated with the action.

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014) * Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number: Employee Name: Family Name: Nature Of Action: Status: All

Go Clear

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View RPA	View Routing History
No search conducted.											

Home Logout Preferences

Search by Date

You can search for Personnel Actions within a date range of up to 120 days. Please note the Beginning Date and Ending Date fields are required.

Beginning Date: Enter the Beginning Date for your search

Ending Date: Enter the Ending Date for your search

Status: Choose status of RPA: All, In Progress, or Completed

Click on the 'Go' button to query record

Note: Click on the 'Clear' button if you need to clear the record to start over

[View Personnel Actions](#)

You can search and View Personnel Actions within a date range of 120 days. Click details to view Routing History for each of the actions shown in the results. See also once an employee has been attached to the action it shows the records only when you have access to employee associated with the action.

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014) * Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number: Employee Name: Family Name: Nature Of Action: Status: All, In Progress, Completed

Go Clear

The action(s) will display. The actions are ordered by Effective Date

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014) * Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number: Employee Name: Family Name: Nature Of Action: Status: All

Go Clear

Previous 1-25 Next 25

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View RPA	View Routing History
Show	Appointment		09-Nov-2014		100 - Career Appointment		FUTURE_ACTION	GSATest, Burnt	Go	Go	Go
Show	Change - Change in Work Schedule		09-Nov-2014		781 - Change in Work Schedule		FUTURE_ACTION	GSATest, Alec	Go	Go	Go

Search by Request Number

Beginning Date: Enter the Beginning Date for your search

Ending Date: Enter the Ending Date for your search

Request Number: Enter the Request Number from the RPA, field #2

Status: Choose status of RPA: All, In Progress, or Completed

Click on the 'Go' button to query record

Note: Click on the 'Clear' button if you need to clear the record to start over

View Personnel Actions

You can search and View Personnel Actions within a date range of 120 days. Click details to view Routing History for each of the actions shown in the results. Also once an employee has been attached to the action it shows the records only when you have access to employee associated with the action.

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014)

* Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number: patch 235.0

Employee Name:

Family Name:

Nature Of Action:

Status: All

Go Clear

The Action will display

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014)

* Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number: patch 235.0

Employee Name:

Family Name:

Nature Of Action:

Status: All

Go Clear

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View NPA	View Routing History
Show	Appointment	patch 235.0	03-Nov-2014		115 - Appointment NTE 31-OCT-2015		UPDATE_HR_COMPLETE	GSATest, Kitty	pd	pd	pd

Search by Employee Name

Beginning Date: Enter the Beginning Date for your search

Ending Date: Enter the Ending Date for your search

Employee Name – Type in part of the name and it will automatically start loading

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014)

* Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number:

Employee Name: GSA

Family Name:

Nature Of Action: Loading...

Status: All

Select the appropriate Name

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014)

* Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number:

Employee Name: GSA

Family Name:

Nature Of Action: **Name** Employee Number Email Address Person Type

Status: All

GSATest, Alec	27538		Employee.Ex-applicant
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The name will populate in the 'Employee Name' field

Status: Choose status of RPA: All, In Progress, or Completed

Click on the 'Go' button to query record.

Note: Click on the 'Clear' button if you need to clear the record to start over.

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014)

* Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number:

Employee Name: GSATest, Alec

Family Name:

Nature Of Action:

Status: All

Go **Clear**

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View NPA	View Routing History
Show	Change - Change in Work Schedule		09-Nov-2014		781 - Change in Work Schedule		FUTURE_ACTION	GSATest, Alec	View	View	View
Show	Appointment		05-Oct-2014		115 - Appointment NTE 04-OCT-2015		UPDATE_HR_COMPLETE	GSATest, Alec	View	View	View

The action(s) will display.

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date22-Aug-2014
(example: 20-Nov-2014)

* Ending Date20-Dec-2014
(example: 20-Nov-2014)

Request Number

Employee NameGSATest, Alec

Family Name

Nature Of Action

StatusAll

Go

Clear

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View NPA	View Routing History
<a>Show	Change - Change in Work Schedule		09-Nov-2014		781 - Change in Work Schedule		FUTURE_ACTION	GSATest, Alec	<a>pdf	<a>pdf	<a>pdf
<a>Show	Appointment		05-Oct-2014		115 - Appointment NTE 04-OCT-2015		UPDATE_HR_COMPLETE	GSATest, Alec	<a>pdf	<a>pdf	<a>pdf

Search by Family Name

Beginning Date: Enter the beginning date for your search

Ending Date: Enter the ending date for your search

Family Name: Type in part of the name and it will automatically start loading

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014)

* Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number:

Employee Name:

Family Name: app

Nature Of Action:

Status: Loading...

Go Clear

Select the appropriate name

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014)

* Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number:

Employee Name:

Family Name: app

Nature Of Action:

Status: **Family Name**
Appointment

Go Clear

Details Family Name

The Family Name will populate.

Status: Choose status of RPA: All, In Progress, or Completed

Click on the 'Go' button to query record.

Note: Click on the 'Clear' button if you need to clear the record to start over.

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date: 22-Aug-2014 (example: 20-Nov-2014)

* Ending Date: 20-Dec-2014 (example: 20-Nov-2014)

Request Number:

Employee Name:

Family Name: Appointment

Nature Of Action:

Status: All

Go Clear

Family Name Request Number Effective Date Proposed Effective Date First Nature Of Action Second Nature Of Action

The action(s) will display.

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date

22-Aug-2014

(example: 20-Nov-2014)

* Ending Date

20-Dec-2014

(example: 20-Nov-2014)

Request Number

Employee Name

Family Name

Appointment

Nature Of Action

Status

All

Go

Clear

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View NPA	View Routing History
Show	Appointment		09-Nov-2014		100 - Career Appointment		FUTURE_ACTION	GSATest, Burnt			
Show	Appointment	patch 235.0	03-Nov-2014		115 - Appointment NTE 31-OCT-2015		UPDATE_HR_COMPLETE	GSATest, Kitty			
Show	Cancellation		02-Nov-2014		001 - Cancellation	130 - Transfer	UPDATE_HR_COMPLETE	GSATest, Kitty			
Show	Appointment		02-Nov-2014		130 - Transfer		UPDATE_HR_COMPLETE	GSATest, Kitty			

Search by Nature of Action

Beginning Date: Enter the beginning date for your search
 Ending Date: Enter the ending date for your search
 Nature of Action: Type in the name Nature of Action code and select the code from list of values

The Nature of Action will populate.
 Status: Choose status of RPA: All, In Progress, or Completed
 Click on the 'Go' button to query record.

Note: Click on the 'Clear' button if you need to clear the record to start over.

The action(s) will display.

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date

22-Aug-2014

(example: 20-Nov-2014)

* Ending Date

20-Dec-2014

(example: 20-Nov-2014)

Request Number

Employee Name

Family Name

Nature Of Action

702 - Promotion

Status

All

Go

Clear

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View NPA	View Routing History
Show	Promotion		05-Oct-2014		702 - Promotion		UPDATE_HR_COMPLETE	GSRTest, Fred			
Show	Promotion		21-Sep-2014		702 - Promotion		UPDATE_HR_COMPLETE	GSRTest, Sue			

Using the Search icon feature

If you need the List of Values for Employee Name, Family Name or Nature of Action, follow the steps below.

Employee Name

Click the Search Icon .


Employee Name 


The Search and Select window will open. Enter the employee's last name and click the 'Go' button



[Search and Select: Employee Name](#)

Search

To find your item, select a filter item in the pulldown list and enter a

Search By Name GSATest Go 


The Results window will open. Click the 'Quick Select' icon .

Results					
<div>Previous 1-10 Next 10</div>					
Select	Quick Select	Name	Employee Number	Email Address	Person Type
<input type="radio"/>		GSATest, Alec	27538		Employee.Ex-applicant
<input type="radio"/>		GSATest, Amanda	27510		Employee.Ex-applicant

The Employee Name will populate

Search For Personnel Actions

Provide Search Criteria and Click Go

* Beginning Date	<input type="text" value="22-Aug-2014"/> 	* Ending Date	<input type="text" value="20-Dec-2014"/> 
	(example: 20-Nov-2014)		(example: 20-Nov-2014)
Request Number	<input type="text"/>	Employee Name	<input type="text" value="GSATest, Alec"/>
Family Name	<input type="text"/>	Nature Of Action	<input type="text"/>

Family Name

Click the Search Icon .

Family Name 

The Search and Select window will open. Enter the Wildcard (%) and click the 'Go' button





[Search and Select: Family Name](#)

Search

To find your item, select a filter item in the pulldown list and enter a v

Search By Family Name % Go

The Results window will open. Click the 'Quick Select' icon .


Results		
<div> <div>Previous</div> <div>1-10</div> <div>Next 10</div> </div>		
Select	Quick Select	Family Name
<input type="radio"/>		Appointment
<input type="radio"/>		Award/One-Time Payment
<input type="radio"/>		CHRIS Position Correction
<input type="radio"/>		CHRIS Preliminary Disability Retirement

The Family Name will populate

Search For Personnel Actions			
Provide Search Criteria and Click Go			
* Beginning Date	22-Aug-2014 <small>(example: 20-Nov-2014)</small>	* Ending Date	20-Dec-2014 <small>(example: 20-Nov-2014)</small>
Request Number	<input type="text"/>	Employee Name	<input type="text"/>
Family Name	Appointment	Nature Of Action	<input type="text"/>

Nature of Action





Click the Search Icon .

Nature Of Action	<input type="text"/>	
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The Search and Select window will open. Enter part of the code or use the Wildcard (%) for a complete list and click the 'Go' button

Search	
To find your item, select a filter item in the pulldown list and enter a value in the text	
Search By	<div> <div>Nature Of Action</div> <div>7</div> <div>Go</div> </div>

The Results window will open. Click the 'Quick Select' icon .

Results			
<div> <div>Previous</div> <div>1-10</div> </div>			
Select	Quick Select	Nature Of Action	Date From
<input type="radio"/>		702 - Promotion	01-Jan-1951
<input type="radio"/>		703 - Promotion NTE _____	01-Jan-1951
<input type="radio"/>		713 - Chg to Lower Grade, Level or Band	30-Apr-2006
<input type="radio"/>		721 - Reassignment	01-Jan-1951

The Nature of Action will populate

Search For Personnel Actions			
Provide Search Criteria and Click Go			
* Beginning Date	23-Aug-2014 <small>(example: 21-Nov-2014)</small>	* Ending Date	21-Dec-2014 <small>(example: 21-Nov-2014)</small>
Request Number	<input type="text"/>	Employee Name	<input type="text"/>
Family Name	<input type="text"/>	Nature Of Action	702 - Promotion
Status	All		
<div> <div>Go</div> <div>Clear</div> </div>			

View Details and/or Routing History of Personnel Action

There are two ways to view the Routing History and/or Details

1		<div>Go</div>	<div>Clear</div>									2	
Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View NPA	View Routing History		
<div>Show</div>	Change - Change in Work Schedule		09-Nov-2014		781 - Change in Work Schedule		FUTURE_ACTION	GSATest, Alec	<div>📄</div>	<div>📄</div>	<div>📄</div>		
<div>Show</div>	Appointment		05-Oct-2014		115 - Appointment NTE 04-OCT-2015		UPDATE_HR_COMPLETE	GSATest, Alec	<div>📄</div>	<div>📄</div>	<div>📄</div>		

1) Details

Click the 'Show' link

Details	Family Name	Request Number
Show	Change - Change in Work Schedule	
Show	Appointment	

The 'Detail' window will open to show the routing history and details about the Personnel Action.

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View NPA
<div><div><div></div></div><div>Hide</div></div>	Change - Change in Work Schedule		09-Nov-2014		781 - Change in Work Schedule		FUTURE_ACTION	GSATest, Alec	<div><div></div></div>	<div><div></div></div>
Routing History										
Details		Date	Notification Sent	User Name	Full Name	Group box Name	Action Taken	Approval Status	Interim Approved	
<div><div><div></div></div><div>Hide</div></div>	28-Oct-2014		PAMELAT1BARAN	Baran,Pamela T			FUTURE_ACTION	APPROVE	No	
Family Name						Change - Change in Work Schedule	Requester	Yes	Reviewer	No
First Nature Of Action						781 - Change in Work Schedule	Authorizer	Yes	Routing List Name	
Second Nature Of Action							Personnelist	Yes	Routing Seq. Number	
Initiator						Yes	Approver	Yes		
Notepad										
<div><div><div></div></div><div>Hide</div></div>	28-Oct-2014		PAMELAT1BARAN	Baran,Pamela T			NO_ACTION		No	
Family Name						Change - Change in Work Schedule	Requester	Yes	Reviewer	No
First Nature Of Action						781 - Change in Work Schedule	Authorizer	Yes	Routing List Name	
Second Nature Of Action							Personnelist	Yes	Routing Seq. Number	
Initiator						Yes	Approver	Yes		
Notepad										
<div><div><div></div></div><div>Hide</div></div>			PAMELAT1BARAN	Baran,Pamela T			INITIATED		No	
Family Name						Change - Change in Work Schedule	Requester	Yes	Reviewer	No
First Nature Of Action						781 - Change in Work Schedule	Authorizer	Yes	Routing List Name	
Second Nature Of Action							Personnelist	Yes	Routing Seq. Number	

Click the 'Hide' link to close the Detail window

Details	Family Name
Hide	Change - Change in Work Schedule

OR

2) View Routing History

Click the 'View Routing History' icon

View Routing History

The Routing History window will open

Personnel Actions Routing History							
Request Number		Effective Date 09-Nov-2014		Proposed Effective Date			
Routing History							
Details	Date Notification Sent	User Name	Full Name	Group box Name	Action Taken	Approval Status	Interim Approved
Show	28-Oct-2014	PAMELAT1BARAN	Baran,Pamela T		FUTURE_ACTION	APPROVE	No
Show	28-Oct-2014	PAMELAT1BARAN	Baran,Pamela T		NO_ACTION		No
Show		PAMELAT1BARAN	Baran,Pamela T		INITIATED		No

To see details within the Routing History, click the 'Show' link

Personnel Actions Routing History			
Request Number		Effective Date	
Routing History			
Details	Date Notification Sent	User Name	
+ Show	28-Oct-2014	PAMELAT1BARAN	
+ Show	28-Oct-2014	PAMELAT1BARAN	
+ Show		PAMELAT1BARAN	

The Detail window will open

Personnel Actions Routing History								
Request Number		Effective Date 09-Nov-2014		Proposed Effective Date				
Routing History								
Details		Date Notification Sent	User Name	Full Name	Group box Name	Action Taken	Approval Status	Interim Approved
<div><div>Show</div><div>Hide</div><div>Cancel</div></div>	28-Oct-2014		PAMELAT1BARAN	Baran,Pamela T		FUTURE_ACTION	APPROVE	No
Family Name Change - Change in Work Schedule					Requester Yes	Reviewer No		
First Nature Of Action 781 - Change in Work Schedule					Authorizer Yes	Routing List Name		
Second Nature Of Action					Personnelist Yes	Routing Seq. Number		
Initiator Yes					Approver Yes			
Notepad								

Click the 'Hide' link to close the Detail window


Details	Date Notification Sent
Hide	28-Oct-2014
	Family Name







To go back to the View Personnel Actions window, click the 'Return to View Personnel Actions' link

[Return To View Personnel Actions](#)

View RPA (SF52) and View NPA (SF50)

View RPA

Click on the  icon to view the RPA

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View NPA	View Routing History
Show	Change - Change in Work Schedule		09-Nov-2014		781 - Change in Work Schedule		FUTURE_ACTION	GSATest, Alec			
Show	Appointment		05-Oct-2014		115 - Appointment NTE 04-OCT-2015		UPDATE_HR_COMPLETE	GSATest, Alec			

You will get the File Download window.
Select the appropriate button


Do you want to open or save **newsf52sv.pdf** from **hrtest.hr.gsa.gov**?

Open
Save
Cancel


OR

File Download - Security Warning

Do you want to open or save this file?


Name: newsf52sv.pdf
Type: Adobe Acrobat Document
From: **hrtest.hr.gsa.gov**

Open
Save
Cancel


While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)

The RPA will open as a PDF file

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)


1. Actions Requested Change - Change in Work Schedule	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)







PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) GSATest, Alec NMN	2. Social Security Number <div></div>	3. Date of Birth <div></div>	4. Effective Date 11-09-2014
--	--	---------------------------------	---------------------------------

Note: The Social Security Number and Date of Birth are not displayed

View NPA

Click on the icon  to view the NPA

Details	Family Name	Request Number	Effective Date	Proposed Effective Date	First Nature Of Action	Second Nature Of Action	Status	Employee Name	View RPA	View NPA	View Routing History
Show	Change - Change in Work Schedule		09-Nov-2014		781 - Change in Work Schedule		FUTURE_ACTION	GSATest, Alec			
Show	Appointment		05-Oct-2014		115 - Appointment NTE 04-OCT-2015		UPDATE_HR_COMPLETE	GSATest, Alec			

Note: If the icon is gray then there is no NPA to view

You will get the File Download window.
Select the appropriate button


Do you want to open or save **newsf52sv.pdf** from **hrtest.hr.gsa.gov**?

Open
Save
Cancel


OR

File Download - Security Warning

Do you want to open or save this file?


Name: newsf52sv.pdf
Type: Adobe Acrobat Document
From: **hrtest.hr.gsa.gov**

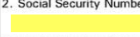
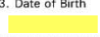
Open
Save
Cancel


While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)

The RPA will open as a PDF file

Standard Form 50
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) GSATest, Alec NMN		2. Social Security Number 	3. Date of Birth 	4. Effective Date 10-05-2014
FIRST ACTION		SECOND ACTION		
5-A. Code 115	5-B. Nature of Action Appointment NTE 04-OCT-2015	6-A. Code 6-B. Nature of Action		
5-C. Code AYM	5-D. Legal Authority Direct-Hire Authority test	6-C. Code 6-D. Legal Authority		
5-E. Code	5-F. Legal Authority	6-E. Code 6-F. Legal Authority		

Note: The Social Security Number and Date of Birth are not displayed